

## Teaching Specialist Review Activities by Semester

While it is possible to concentrate all review activities in the fall of year 6, when an application for renewal is submitted, chairs and candidates may find it preferable to begin compiling information in the semester preceding the fall of the review.

### Year 5

#### Fall

- *Initial meeting with the candidate.* The Chair meets with the Candidate regarding the upcoming review. They discuss the contents of the dossier and agree on a timeline for compiling the teaching and advising materials, the CV, and the peer review of two class sessions.
- *Preparation for the review.* As needed, the Chair consults with the Associate Dean. The Chair reviews *Faculty Manual* Section 4.VI.A-B.1 &.3 regarding expectations for teaching and service.

#### January

- *Creation of shared folders.* The Provost and Dean of the College creates folders for the Chair to use for the dossier, and provides a 5-year staff plan template.

#### Spring

- *Selection of courses for review.* The Chair consults with the Candidate about the selection of courses from which will be supplied the required end-of-course evaluations.
- *Updating 5-year plan.* The Chair updates the 5-year staffing plan and
  - Contacts interdisciplinary program director(s) if the plan includes teaching outside of the Department regarding the endorsement of the plan and timeline for this teaching, and
  - Subsequently contacts the Associate Dean(s) for the program(s) for an endorsement.
- *Preparation of teaching and advising samples.* The Candidate compiles teaching and advising sample materials, such as described [here](#).
- *Peer Review of Teaching.* The Peer Reviewer of teaching visits classes.
- *Dossier Preparation.* The Chair builds the dossier.

### Year 6

#### Early fall

- *Consultation with tenured members of the department.* The Chair reviews dossier materials and consults with tenured members of the Department regarding the Candidate's contributions of teaching and service.

#### October 15

- *Submission of the Chair's letter of recommendation and rationale to the Associate Dean.* Chair submits to the Associate Dean a letter of recommendation and rationale summarizing the consultation with tenured Department members; drawing on the dossier materials, reflecting on the Candidate's contributions to teaching, advising and service; describing the department's needs for this term appointment for a period of 5 years and explaining why this position best serves department's needs at this time.

- Upon submitting the letter of recommendation and rationale, the Chair alerts the Provost and Dean of the College to close Department access to the dossier.

*November 1*

- *Associate Dean's endorsement.* The Associate Dean submits an endorsement of the appointment and agreement to the teaching plan.
- *Submission of materials, Chair's letter and Associate Dean's endorsement.* The Chair submits the review materials to the Provost and Dean of the College.

*November 15*

- *Completion.* The Provost and Dean of the College informs the Department Chair and Associate Dean of the President's decision regarding the renewal of the Teaching Specialist appointment.